

**DIVISION OF REHABILITATIVE PROGRAMS
OFFICE OF CORRECTIONAL EDUCATION
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
DUTY STATEMENT**

Under the direction of the Supervisor of Correctional Education Programs (SCEP), the Associate Governmental Program Analyst (AGPA) has the responsibility to perform more complex and ever-changing spectrums of technical, professional tasks required to assist the SCEP or their designees in the design, implementation and administration of any and all Office of Correctional Education Programs as they now exist or as they may evolve. This will include but not be limited to being responsible for performing analytical assignments, such as: program evaluation and planning, policy analysis and formulation, systems development, budgeting, purchase requisitions, planning, management, and personnel analysis; leading in the creation and maintenance of reporting spreadsheets and data collection concerning program expenditures and performance; and the preparation of summary and statistical reports. This position will also assist the SCEP or their designees in overall program coordination, contract compliance and performance improvement activities of all Office of Correctional Education programs. In addition, the AGPA will be responsible for research analysis, evaluating, tracking, and coordinating statewide correctional education programs and programs administered by OCE and other related tasks.

Duties include:

- 35% Maintain and utilize effective verbal and written communication techniques to respond to questions and requests for data from divisions and institutions within the California Department of Corrections and Rehabilitation (CDCR), the Office of Correctional Education (OGE), outside compliance monitoring groups, institutional management, and external stakeholders. Assist the SCEP, or his/her designees, and/or the Assistant Chief of Education, Deputy Superintendent, or the Superintendent by assisting with preparing written briefs, status reports, and other communication to assist in addressing issues with any of the programs handled or monitored by OCE. Assist with the implementation of program specifications, scopes of work, program policy, procedures, and reporting requirements; assist in the processing of high school diploma requests and General Educational Development (GED) certificates; secure meeting and training spaces; prepare related logistical documentation; and process travel claims. The AGPA will liaison with staff at the California Department of Education, Pearson VUE (GED,) and CASAS to generate various statistical reports. Under the direction of the SCEP, support the implementation of initiatives related to federal grants including the Workforce Innovation and Opportunity Act (WIOA) and Every Student Succeeds Act (ESSA.) The SSA may become competent on and active in the use of the Strategic Offender Management System (SOMS,) Electronic Record Management System (ERMS,) and GED Manage as directed. The AGPA may route and secure the appropriate approval signatures for memoranda, Operational Procedures, and other related documents.
- 35% Under the direction of the SCEP, compile and review monthly reports for accuracy, programming trends, and overall effectiveness; formatting and dissemination of corrective action plans to address deficiencies; assist with processes and procedures to ensure consistent and effective implementation of educational programs and improvement initiatives. Suggest alternatives to management based on results of data analysis, feedback from institutional staff, and feedback from vendors and service providers. Gain and maintain the confidence and cooperation of those contracted during the course of work. Maintain updates to action plans, operational procedures, and/or other assigned tracking mechanisms and databases as they exist or as they may

develop. Graphing and diagramming statistical data and summaries for public review and posting. Develop and prepare presentation materials and related supporting documentation requested and approved by the SCEP or their designees.

- 30% As directed by the SCEP, assist in the compilation of data and requests from all Institutions statewide to address their needs; answer questions; confirm participation in meetings, trainings, and other events; gather and process feedback surveys; and disseminate policies, Information, and instructions. Completion of other annual requirements; including writing and tracking submissions for internal and external policy and procedural changes, preparing documents and location venues for training, editing documents for curriculum and instruction. Preparation and delivery of statewide and/or regional training of staff for all OCE programs, including but not limited to the Academic, Career Technical, Principal, Vice Principal, Disability Placement Program (OPP), Enhanced Outpatient Program (EOP), Developmentally Disabled Program (DDP), Librarians, Library Technical Assistants and/or Library or Clark and Armstrong Plan Legal issues, and other related tasks.

Name of Employee

Date

Supervisor

Date

**DIVISION OF REHABILITATIVE PROGRAMS
OFFICE OF CORRECTIONAL EDUCATION
STAFF SERVICES ANALYST
DUTY STATEMENT**

Under supervision of the Supervisor of Correctional Education Programs (SCEP), or the SCEP's designees, the Staff Services Analyst (SSA) has the responsibility to assist in the performance of ever-changing spectrum of technical, professional tasks required to assist the SCEP or their designees in the design, implementation and administration of any and all Office of Correctional Education Programs as they now exist or as they may evolve. This will include but not be limited to assisting with analytical assignments, such as: assisting with program evaluation and planning, assisting with policy analysis and formulation, systems development assistance, budgeting assistance, assistance with purchase requisitions, planning, management, and personnel analysis; leading or assisting in the creation and maintenance of reporting spreadsheets and data collection concerning program expenditures and performance; and the preparation of summary and statistical reports. This position will also assist the SCEP or their designees in overall program coordination, contract compliance and performance improvement activities of all Office of Correctional Education programs. In addition, the SSA will be responsible for assisting with research analysis, evaluating, tracking, and coordinating statewide correctional education programs and programs administered by OCE and other related tasks.

Duties include:

- 35% Maintain and utilize effective verbal and written communication techniques to respond to questions and requests for data from divisions and institutions within the California Department of Corrections and Rehabilitation (CDCR), the Office of Correctional Education (OCE), outside compliance monitoring groups, institutional management, and external stakeholders. Assist the SCEP, or his/her designees, and/or the Assistant Chief of Education, Deputy Superintendent, or the Superintendent by assisting with preparing written briefs, status reports, and other communication to assist in addressing issues with any of the programs handled or monitored by OCE. Assist with the implementation of program specifications, scopes of work, program policy, procedures, and reporting requirements; assist in the processing of high school diploma requests and General Educational Development (GED) certificates; secure meeting and training spaces; prepare related logistical documentation; and assist with processing travel claims. The SSA will liaison with staff at the California Department of Education, Pearson VUE (GED,) and CASAS to generate various statistical reports. Under the general direction of the SCEP, support the implementation of initiatives related to federal grants including the Workforce Innovation and Opportunity Act (WIOA) and Every Student Succeeds Act (ESSA) The SSA may become competent on and active in the use of the Strategic Offender Management System (SOMS,) Electronic Record Management System (ERMS,) and GED Manage as directed. The SSA may route and secure the appropriate approval signatures for memoranda, Operational Procedures, and other related documents.
- 35% Under the guidance of the SCEP, assist in the compilation and review of monthly reports for accuracy, programming trends, and overall effectiveness; assist with the formatting and dissemination of corrective action plans to address deficiencies; assist with processes and procedures to ensure consistent and effective implementation of educational programs and improvement initiatives. Assist in the maintenance of, and updates to action plans, operational procedures, and/or other assigned tracking

mechanisms and databases as they exist or as they may develop. Assist in graphing and diagramming statistical data and summaries for public review and posting. Assist with the development and preparation of presentation materials and related supporting documentation requested and approved by the SCEP or their designees.

- 30% As directed by the SCEP, assist in the compilation of data and requests from all institutions statewide to address their needs; answer questions; confirm participation in meetings, trainings, and other events; gather and process feedback surveys; and disseminate policies, information, and instructions. Assist in the completion of other annual requirements; including writing and tracking submissions for internal and external policy and procedural changes, preparing documents and location venues for training, assist in editing documents for curriculum and instruction. Assist with the preparation and delivery of statewide and/or regional training of staff for all OCE programs, including but not limited to the Academic, Career Technical, Principal, Vice Principal, Disability Placement Program (OPP), Enhanced Outpatient Program (EOP), Developmentally Disabled Program (DDP), Librarians, Library Technical Assistants and/or Library or Clark and Armstrong Plan Legal issues, and other related tasks.

Name of Employee

Date

Supervisor

Date